



ASIC
Australian Securities &
Investments Commission

How to respond to a notice

ASIC Regulatory Portal user guide | Version 1.4, August 2026



The steps below describe how to provide a formal response for a notice.

If you want to ask a question in writing before you provide the formal response, you can send a message about the notice through the portal. See user guide 'How to send a message about a notice' in our [FAQs about messages, notifications and official notices](#).

Log in and select an entity

1. Log in to the [ASIC Regulatory Portal](#).
2. This will open the **Select entity** page, which will list all your current connections. To view and respond to notices for an entity you can either:
 - A Select an **entity** from your list of current connections to access the entity's dashboard. Then click **Notices** in the top navigation bar; or
 - B Click the triangle shaped **Notices icon** for the entity whose notices you wish to view.

Select entity

Who would you like to represent?

Select an entity from the list below or click '+ Connect to an entity' to add another entity.

[+ Connect to an entity](#)

Entity name	Entity type	ASIC identifier	Messages	Notices count
DataDCTEST TestC (Myself)	Individual		2	
TEST COMPANY R PTY LTD	A Australian registered company	626850593		1 B

Note: The number on the triangle icon indicates the number of unread notices.

View notices

3. This will take you to the **Notices** page. Click the notice you wish to respond to.



TEST COMPANY R PTY LTD
[Switch entity](#) / [Connect to another entity](#)



DT

[Help](#) | [Log out](#)

DashboardMessagesAdministration ▾NoticesTransaction groups ▾

Notices

AllUnread

Notices

Title	Reference number	Date served	Response due by	Status	Restricted
Example Notice	NTC2624310	28 Jul 2026 11:46 (AEST)	31 Aug 2026 00:00 (AEST)	Response required	

Prepare your response

4. Click **Formally respond to this notice**. This will launch a Respond to an Official ASIC Notice transaction.

Notice

[Back to all Notices](#)

Notice

Messages for this notice

Notice information

This is a formal notice issued by the Australian Securities and Investments Commission.

Notices require a formal response. You can respond online or by post. Please view the PDF and submit your formal response by the due date.

In order to mark a notice as 'read', you must view the full notice in the PDF below.

Notice access restrictions

Example Notice

Recipient: DataDCTEST TestC
Entity served on: TEST COMPANY R PTY LTD
Reference number: NTC2624310
Date served: 28 Jul. 2026 11:46 (AEST)

Response due: 31 Aug. 2026 00:00 (AEST)

Formally respond to this notice

Send ASIC a message about this notice

Open notice

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- Click on the **Create a folder** button to create a folder to start your response.

Respond to an Official ASIC Notice

Save and close

Official ASIC Notice Response

Review

Declaration

Confirmation

Reference number: NTC2624310

Organise your response

This notice asks for information in different sections.

Create a folder for each section and upload the related documents to keep your response organised.

+ Create a folder

< Back

Save and continue >

- Name the folder. If needed, click **Rename** to change the name of the folder. Click on the named folder to start uploading files.

Respond to an Official ASIC Notice

Save and close

Official ASIC Notice Response

Review

Declaration

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Reference number: NTC2624310

Organise your response

This notice asks for information in different sections.

Create a folder for each section and upload the related documents to keep your response organised.

Folders

Name	Status	Actions
Folder	Empty	Rename Delete

+ New folder

< Back

Save and continue >

7. Enter any comments to explain the uploaded files. Click **Select file** to choose files to upload to your notice response or **drag and drop files** into the box outlined with a dotted line.



Note: The comments field can contain up to a maximum of 3000 characters.
You can upload unlimited attachments to your response (500 GB maximum per file).

Respond to an Official ASIC Notice

Save and close

Official ASIC Notice Response

Review

Declaration

Confirmation

Reference number: NTC2624310

Renamed folder

Use this folder to upload the documents requested for this part of the notice.
You can add or remove files before submitting your response.

Important note
This transaction is for responding formally to an official ASIC notice. To ask a question or clarify the contents of the notice, 'Save & close' this response and then choose 'Send ASIC a message about this notice'.

If you wish to advise ASIC that the recipient of the notice holds no relevant information, please state this in the 'Notice response message' field below.

Response to the official ASIC notice issued to ASIC TEST COMPANY R PTY LTD (Notice)

Comments (optional)

Add any information that helps explain these files such as how it relates to the notices.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla fermentum risus id molestie venenatis. Curabitur eu risus arcu. Praesent iaculis nulla ac viverra varius. Quisque scelerisque viverra volutpat. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Phasellus imperdiet est et fringilla blandit. Sed a tortor nunc. Cras egetas sodales nibh. Cras at posuere eros, ut scelerisque risus. Aliquam vulputate ullamcorper nunc, dignissim volutpat arcu dictum vel. Sed convallis sapien rutrum consectetur interdum. Cras metus velit, ullamcorper sed diam a, tincidunt vestibulum leo. Aliquam eu tortor vitae ligula rutrum maximus ut non augue. Pellentesque egetas porta facilisis. Donec efficitur semper felis tempor bibendum.

Upload files

Maximum file size: 500 GB per file

Drag and drop files here or click to upload

Select file

< Back

Next >

Click the **Upload files** button once you have finished selecting files to upload.

Upload files

Maximum file size: 500 GB per file

2 files selected

Browse files

 **test document2.docx**
18 KB

Ready 

 **test document3.pdf**
40 KB

Ready 

Upload 2 files

8. Files uploaded will be marked as **Complete**. If the file fails to upload, remove the file and select the file again (step 7). Click **Next** to navigate through the transaction. You can also click **Save and close** and return to complete the response later.

Official ASIC Notice Response

Review

Declaration

Confirmation

Reference number: NTC2624310

 **Renamed folder**

Use this folder to upload the documents requested for this part of the notice.
You can add or remove files before submitting your response.

Important note

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If you wish to advise ASIC that the recipient of the notice holds no relevant information, please state this in the 'Notice response message' field below.

Response to the official ASIC notice issued to ASIC TEST COMPANY R PTY LTD (Notice)

Comments (optional)
Add any information that helps explain these files such as how it relates to the notices.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla fermentum risus id molestie venenatis. Curabitur eu risus arcu. Praesent iaculis nulla ac viverra varius. Quisque scelerisque viverra volutpat. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Phasellus imperdiet est et fringilla blandit. Sed a tortor nunc. Cras egestas sodales nibh. Cras at posuere eros, ut scelerisque risus. Aliquam vulputate ullamcorper nunc, dignissim volutpat arcu dictum vel. Sed convallis sapien rutrum consectetur interdum. Cras metus velit, ullamcorper sed diam a, tincidunt vestibulum leo. Aliquam eu tortor vitae ligula rutrum maximus ut non augue. Pellentesque egestas porta facilisis. Donec efficitur semper felis tempor bibendum.

Upload files
Maximum file size: 500 GB per file

Upload complete

Browse files

 **test document2.docx**
18 KB [Remove this file](#)

✓ Complete

 **test document3.pdf**
40 KB [Remove this file](#)

✓ Complete

✓ Complete

[< Back](#)

[Next >](#)

9. Click **New folder** to add additional folders to organise your notice response by section or part. Follow steps 6 to 8.
10. Once all folders have been created and files uploaded, click **Save and continue**.

Respond to an Official ASIC Notice

Save and close

Official ASIC Notice Response

Review

Declaration

Confirmation

Reference number: NTC2624310

Organise your response

This notice asks for information in different sections.

Create a folder for each section and upload the related documents to keep your response organised.

Folders

Name	Status	Actions
 Renamed folder	Draft	 Rename  Delete
 Folder 2	Draft	 Rename  Delete

+ New folder

[< Back](#)

Save and continue >

11. Review the folder structure and contents. Click **Back** to go to the previous page to edit the names and contents of the folders or click **Next** to continue.

Respond to an Official ASIC Notice

Save and close

Official ASIC Notice Response

Review

Declaration

Confirmation

Reference number: NTC2624310

Review and submit uploaded documents

Print

Folders

Renamed folder

Comment

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla fermentum risus id molestie venenatis. Curabitur eu risus arcu. Praesent iaculis nulla ac viverra varius. Quisque scelerisque viverra volutpat. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Phasellus imperdiet est et fringilla blandit. Sed a tortor nunc. Cras egetas sodales nibh. Cras at posuere eros, ut scelerisque risus. Aliquam vulputate ullamcorper nunc, dignissim volutpat arcu dictum vel. Sed convallis sapien rutrum consectetur interdum. Cras metus velit, ullamcorper sed diam a, tincidunt vestibulum leo. Aliquam eu tortor vitae ligula rutrum maximus ut non augue. Pellentesque egetas porta facilisis. Donec efficitur semper felis tempor bibendum.

test document2.docx	18.47 KB
test document3.pdf	39.65 KB

Folder 2

test document4.docx	18.68 KB
test excel upload.xlsx	50.04 MB

Back

Next

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Declaration and submission

12. Read the declarations, then click **Submit**.

Respond to an Official ASIC Notice

Save and close

Official ASIC Notice Response

Review

Declaration

Confirmation

Reference number: NTC2624310

Declaration

The information provided to ASIC in this document may include confidential, personal or sensitive information. The [Privacy Collection Notice for the ASIC Regulatory Portal](#) describes how we will use and disclose the information collected through the Regulatory Portal. The [Privacy Policy](#) contains information about how ASIC handles personal information generally and sets out how you can request access or correction to your personal information and how to make a complaint if you think your privacy has been breached.

Note: If this document, including any attachments contain another individual's confidential, personal or sensitive information, you may wish to use this template [consent](#)

In submitting this document, I confirm on behalf of the Regulated Entity that:

1. I am authorised by the Regulated Entity to submit the information set out in this form;

2. Giving false or misleading information known to be false or where reasonable steps have not been taken to ensure the information is true and correct is a serious offence (see ss136 and 137 *Criminal Code Act 2001*, s1308 *Corporations Act 2001* and s225 *National Consumer Credit Protection Act 2009*).

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Submit >

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13. Once you have submitted the notice response, a confirmation page is displayed that includes a reference number for your own records. Click **Return to Notice record**. The status of the notice will then be updated on the Notices page.

Respond to an Official ASIC Notice



Confirmation

You have successfully submitted your notice response.

Transaction reference	TX000023639
Notice response date and time	Wednesday 5 August 2026 at 12:52 pm

What's next
You can view the status of this transaction on the [Notices](#) page for this entity. A copy of the transaction will generally be available 30 minutes after submission.

Correspondence
If we need to contact you about this transaction we will do so through the portal.

Return to Notice record



Different statuses of notices in the portal explained:

- **Response required** – The formal response has not yet been submitted to ASIC via the portal.
- **Response submitted** – The formal response has been submitted to ASIC.
- **Completed** – ASIC has determined that no further response is required for the notice.
- **Withdrawn by ASIC** – ASIC has withdrawn the notice. This can only occur before the notice is 'Completed'.